



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 26<sup>TH</sup> AREA SUPPORT GROUP  
UNIT 29237  
APO AE 09102-9237

AEUSG-CO

15 August 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 26th ASG Command Policy Memorandum 13, Alternate Work Schedule

1. References:

- a. Title 5, United States Code, (5 USC), Sections 6101 – 6133.
- b. Title 5, Code of Federal Regulations (5 CFR), Part 610, Hours of Duty.
- c. 5 CFR, Part 550, Pay Administration.
- d. 5 CFR, Part 630, Absence and Leave.
- e. Office of Personnel Management (OPM) "Handbook on Alternative Work Schedules".
- f. Department of Defense (DoD) Directive 1400.25-M, Civilian Personnel Management.
- g. DoD Directive 1400.25-M, CPMS, Subchapter 630, Leave.
- h. DoD Instruction 1422.1, Hours of Duty.
- i. DoD Financial Management Regulation, Volume 8, Civilian Pay Policy & Procedures.
- j. Army Regulation (AR) 690-990-2, Book 550, Pay Administration (General).
- k. Defense Finance and Accounting Service, Defense Civilian Pay System Users Manual.

2. Purpose. To establish guidelines for implementation of an Alternative Work Schedule (AWS) for personnel assigned to the 26<sup>th</sup> Area Support Group.

3. Applicability. This policy applies to all U.S. Appropriated and Non-Appropriated Fund civilian employees in the 26th Area Support Group; it does not cover Local National employees.

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#### 4. Definitions.

a. Alternative Work Schedule (AWS) means both flexible work schedules (FWS) and compressed work schedules (CWS). AWS is a modification of the standard 8 hours per day/40 hours per week schedule.

b. Flexible work schedule (FWS) is detailed in paragraph eight of this document, it is a work schedule established under 5 U.S.C. 6122, that:

(1) In the case of a full-time employee, has an 80 hour bi-weekly basic work requirement that allows an employee to determine his or her own schedule, as approved in writing, in advance, by the employee's supervisor.

(2) In the case of a part-time employee, has a bi-weekly basic work requirement of less than 80 hours that allows an employee to determine his or her own schedule, as approved in writing, in advance, by the employee's supervisor.

c. Compressed work schedule (CWS) is detailed in paragraph nine of this document.

(1) In the case of a full-time employee, an 80-hour bi-weekly basic work requirement that is scheduled for less than 10 workdays.

(2) In the case of a part-time employee, a bi-weekly work requirement of less than 80 hours that is scheduled for less than 10 workdays and that may require the employee to work more than 8 hours in a day.

d. Basic work requirement means the number of hours, excluding overtime hours, an employee is required to work or to account for by charging leave, excused absences, holiday hours, compensatory time off, or time off as an award.

e. Core hours means the time period during the workday, workweek, or pay period that are within the tour of duty during which an employee is required to be present for work.

f. Flexible hours means the times during the workday, workweek, or pay period within the tour of duty in which an employee, covered by a flexible work schedule, may choose to vary his or her times of arrival to and departure from the work site consistent with the duties and requirements of the position.

g. Overtime hours, when used with respect to FWS programs, refers to all hours in excess of 8 hours in a day or 40 hours in a week that are officially ordered in advance. With respect to CWS programs, overtime hours refers to any hours in excess of those specified hours for full-time employees that constitute the compressed work schedule.

5. General Policy.

a. The normal work schedule is 0800 – 1700 with a 1-hour lunch period, Monday through Friday.

b. Alternate work schedules are considered an option, which an employee may request, and work if approved by the supervisor. If an employee is scheduled to be off and is required to work, the employee and supervisor will agree on an alternate day off.

c. Any employee who wishes to participate in or change their work schedule must submit a written request to their supervisor. The request must include the employee's name, UIC, current work schedule, desired work schedule, request start date (minimum of one pay period in advance) and signature.

d. No one will be forced to participate in the AWS program. Employees may choose to remain on their regular work schedule. However, if an employee elects an AWS, they can only switch back to the normal work schedule or to a different AWS with the written approval of their supervisor.

e. The 26th Area Support Group supports the use of AWS to the extent that mission requirements permit. Supervisors are authorized to make deviations from the normal work schedule through the use of FWS and CWS, as outlined herein. Supervisors and employees are not authorized or permitted to select specific features from FWS and CWS to make hybrid work schedules.

f. Lunch Breaks.

(1) Scheduled lunch breaks are provided to employees as an agency practice. Lunch breaks of 1-hour in length are the norm.

(2) Lunch breaks will normally be taken between 1100 and 1300. The supervisor may approve deviations as appropriate.

(3) Lunch breaks may not be scheduled at the end of the duty day or in conjunction with any other breaks.

6. Employees Are Responsible for:

a. Adhering to established work schedule requirements.

b. Making work schedule change requests in writing to the supervisor.

c. Using comp time as soon as the mission and workload permit. Employees are required to use their comp time before 26-pay periods pass. Failing to do so may subject the employee to disciplinary action.

d. Using comp time before annual leave.

e. The timely submission of a Request for Leave or Approved Absence on OPM Form 71, to request and gain approval of leave, and accrued comp time.

7. Supervisors Are Responsible for:

a. Managing AWS so there is no adverse mission impact, and taking immediate steps to rectify such impact if/when it occurs.

b. Offering employees maximum opportunity to participate in AWS.

c. Scheduling work to minimize the need for overtime.

d. Providing opportunity within essential mission constraints and encouraging employees to use accrued comp time balances in a timely manner.

e. Not approving annual leave if the requesting employee has accrued comp time or accrued credit hours available for use. Comp time must be used before annual leave.

f. Assuring that employees schedule and use annual leave so as to avoid forfeiture.

g. Verifying the accuracy of time and attendance (T&A) reports prior to submission. Supervisors are accountable for the accuracy of T&A reporting.

8. Flexible Work Schedules.

a. Under a FWS program, full-time employees work ten days, eight hours per day, in an 80-hour pay period. With the approval of the supervisor, the employee may establish a work schedule start time between 0630 and 0830. Part-time employees are also eligible to establish flexible work schedules with supervisory approval. The following parameters apply:

b. Duty Hours. The basic work requirement for a full-time employee is 80 non-overtime hours in a 2-week pay period.

(1) Day-Shift Employees:

(a) All employees must work 8 hours between 0630 and 1800.

(b) The duty day may begin as early as 0630. Employees may start work at 0630 or at 15-minute intervals thereafter until 0830.

(c) The regular duty day may not end earlier than 1500. The ending time is computed by adding eight (8) hours, plus the scheduled lunch break, to the starting time. (For example: begin work at 0700, plus 8 hours work plus one hour lunch, equals 1600 as the end of the work schedule.)

(2) Swing and Night-Shift Employees: Those directorates having employees who regularly work shift schedules must have established FWS parameters, to include explicitly established core hours. For the 26th ASG, core hours will be the hours between the 2nd and 6th hour of the shift.

9. Compressed Work Schedules. The following general guidance applies to all types of CWS. The 26th ASG has approved the use of the 5/4/9 CWS. Under all types of CWS, full-time employees work an 80-hour schedule in fewer than ten workdays during a bi-weekly pay period, thereby working more than eight hours per day for some or all of the duty days. The compression of duty hours results in the employee having all or part of one or more days off during the pay period. For example - an employee may work four nine hour days and one eight hour day the first week of the pay period, then the second week of the pay period work four days, nine hours each day and take the fifth day off. The following parameters apply:

a. Duty Schedules.

(1) All employees will have a fixed tour, with clearly identified hours of duty.

(2) Employees may not have an established CWS tour exceeding ten work hours per day. A lesser period may be established with the mutual agreement of the employee and the supervisor. In the 26<sup>th</sup> ASG, the 5-4-9 schedule will be used. It allows the employee to earn 80 hours in a two-week pay period and get one day off each pay period.

(3) Day-Shift Employees.

(a) IAW 5 USC and 5 CFR, the duty day may begin as early as 0630, or at 15-minute intervals thereafter and must end not later than 1800. Supervisors will consider organizational needs and employee preferences in approving work schedule start times.

(b) The length of a scheduled CWS duty day will be no longer than 10 hours. The length of the duty day is the amount of time the employee is in a scheduled duty (paid) status, less the lunch break.

(c) Swing and Night-Shift Employees: Those directorates having employees who regularly work shift schedules must have established CWS parameters, including explicitly established required duty hours.

b. Scheduled Day Off (SDO).

(1) SDOs must be specifically identified. The schedule may be set up to allow the employee to take either part of a day or full days off, depending on the desires of the employee and the needs of the organization.

(2) If an employee's SDO falls on a U.S. Federal holiday, the employee will be given an alternate scheduled day off as follows:

(a) If the U.S. Federal holiday falls in the middle of the week, the employee will be given the next scheduled duty day following the holiday.

(b) If the U.S. Federal holiday is celebrated on Friday, the employee will be given the preceding Thursday off.

(c) If the U.S. Federal holiday is celebrated on Monday, the employee will be given the following Tuesday off.

c. On holidays, employees will be paid for the number of hours they are regularly scheduled to work.

10. Overtime. Overtime is hours worked in excess of the regularly scheduled workweek when the overtime is officially ordered and approved in advance by the appropriate management official. Supervisors/organizations will establish an internal process for approving overtime.

a. Paid Overtime. Overtime pay is calculated at the following rates:

(1) Employees whose basic pay does not exceed GS- 10, step 1, will be paid at an overtime rate of one and one-half times their hourly rate of basic pay.

(2) Employees whose basic pay exceeds GS-10, step 1, are paid at a standard rate of one and one-half times the hourly rate of GS- 10, step 1.

b. Compensatory Time (Comp Time).

(1) Comp time is an alternate method of compensation for management-directed overtime. In lieu of salary, employees are given paid time away from the work place equal to the number of overtime hours worked.

(2) Comp time should be taken as soon as possible after it is earned. If an employee has comp time available, it must be taken before annual leave will be approved. If not used within 26 pay periods following the time it is earned, the employee will be paid for the comp time at the basic rate of pay in effect at the time the comp time hours were worked. If this occurs, supervisors should expect adverse action.

11. Leave.

a. All time during an employee's approved work schedule must be accounted for on the weekly timesheet. Employees who are absent from duty during their established workweek must be in an authorized absence status. Otherwise, the time should be documented as absent without leave (AWOL).

b. Leave and comp time are charged in 15-minute increments under FWS and CWS in the same manner as under a normal work schedule.

c. Employees must schedule leave and the use of earned comp time in advance to avoid accruing more than the allotted yearly hours of leave (240 or 360). In emergency situations, employees must make every effort to contact their supervisor. Personal contact by telephone is the preferred method but the supervisor may accept fax or email contact, at their discretion

12. Leave Without Pay (LWOP). Leave without pay (LWOP) is a temporary non-pay status and absence from duty that, in most cases, is granted at the employee's request. Authorizing LWOP is a matter of administrative discretion. An agency can deny a request for LWOP at its own discretion even if the employee has good reason for requesting it. An employee cannot demand LWOP as a matter of right except as follows:

a. The Family and Medical Leave Act of 1993 (FMLA) (Public Law 103-3, February 5, 1993), provides covered employees with an entitlement to a total of up to 12 weeks of unpaid leave (LWOP) during any 12-month period for certain family and medical needs. (See 5 CFR part 630, subpart L.)

b. The Uniformed Services Employment and Reemployment Rights Act of 1994 (Pub.L. 103-353) provide employees with an entitlement to LWOP when employment with an employer is interrupted by a period of service in the uniformed service. This LWOP will not count against their Service Computation Dates (See 5 CFR 353.106.)

c. Executive Order 5396, July 17, 1930, provides that disabled veterans are entitled to LWOP for necessary medical treatment.

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d. Employees may not be in a pay status while receiving workers' compensation payments from the Department of Labor.

e. Family members returning to the USA after working at least 52-weeks in an Appropriated Fund (AF) position are entitled to Terminal Leave Without Pay (TLWOP).

f. LWOP granted an employee may not, at a later time, be converted to annual or sick leave, except in disability retirement and employee compensation cases in which claims are disallowed.

### 13. Time and Attendance (T & A) Recording.

a. Employees are responsible for submitting requests on completed OPM Form 71s to their supervisors in advance for planned sick leave, annual leave, leave without pay, and accrued comp time. In case of emergency, use of any of these types of approved absence on OPM Form 71s, must be submitted to the supervisor as soon as possible upon return to work, along with other documentation required by the supervisor.

b. Supervisors are responsible for approving or disapproving all requests for time off and forwarding those that are approved to the timekeeper for preparation of T & A reports and for filing. Supervisors are responsible for T&A certification.

c. Supervisors must advise organizational timekeepers of the work schedules of employees for whom they are responsible.

/s/

ROBERT C. RUSH, JR.  
Colonel, IN  
Commanding

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